

Activity 3, Teacher Notes 1: Preparing and Conducting the Preliminary Interview

Student Name _____ Date _____

The preliminary interview is used to gather a small amount of background information to guide the students in their pre-interview research. This does not require a lot of time. Five to seven minutes is more than enough time to gather the necessary information from their veteran. In a pinch, the veteran can even answer these questions through email, but it is important to remember that this step in the process is likely the first opportunity for students to begin building a rapport with their veteran. A healthy rapport is one of the most important components to a successful interview. A few tips are listed below:

1. When conducting the preliminary interview, it is best to set up five-to-seven-minute appointment times with the veteran volunteers so they can insure that they can answer your student's phone call.
2. Remind the students that they are to stick to the preliminary interview questions you discussed as a class.
3. An example of pre-interview questions are available in [Activity 3, Student Worksheet 1](#), and can be used "as is" by your student groups.